

# High Kirk Community Preschool



## Position: Preschool Assistant – Permanent contract.

Thank you for your interest in the above position.

Please find include an information pack containing the following information:

- Advertisement
- Job description
- Person specification
- Summary of main terms and conditions
- Application form.

Read all the information about the job (the covering letter, advertisement, job description, person specification). It is important that you provide sufficient information on the application form to demonstrate how you meet the essential and desirable criteria. We will assess your application against the Personal Specification.

Completed application forms should be marked **Private and Confidential** and sent to:

High Kirk Church Office  
65-71 Thomas Street  
Ballymena  
BT43 6AZ

**Closing Date: 12 noon on Friday 19 May 2023.**

Applications received after the time and date will not be considered.

Shortlisted candidates will be contacted by email or letter.

Yours faithfully,

Ruth Millar (Chairperson Preschool Management Committee)

HIGH KIRK COMMUNITY PRESCHOOL BALLYMENA

## **Advertisement**

Applications are invited for the post of PRESCHOOL ASSISTANT

Essential criteria include QCF Level 3 or equivalent and 2 year's minimum paid experience in an Early Years setting.

Hours: 23.5 per week

Rate of pay: £10.42 per hour.

For a job description and application form please contact:

High Kirk Presbyterian Church Office  
65-71 Thomas Street  
Ballymena  
BT43 6AZ

Or email [office@highkirk.org.uk](mailto:office@highkirk.org.uk) or tel: 02825644834

CLOSING DATE: Friday 19 May 2023 at 12 noon.

Interviews will be held on Thursday 1 June 2023.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

## Job Description

Job title:	Preschool Assistant
Responsible to:	Preschool Leader
Hourly rate:	£10.42
Hours per week:	23.5
Full time:	Permanent
Proposed start date:	1 September 2023

High Kirk Community Preschool, an integral part of High Kirk Presbyterian Church, is committed to delivering excellent outcomes for children by providing a quality learning environment for the preschool child. We pride ourselves on running a setting where children are happy, safe, and able to reach their potential. The inclusive, caring ethos in which each child is valued builds the children's confidence and contributes to their wellbeing and positive attitudes towards learning. Our staff team is the most important resource we have and we want staff who are child centred and are willing to go the extra mile to ensure our children fulfil their potential.

## Job Purpose

The Preschool Assistant will support the Leader in ensuring that there is a safe, caring and welcoming environment for children and their families.

## Responsibilities

- To ensure a high standard of physical, emotional, social and intellectual care for children placed in the Preschool.
- To help ensure that the playroom is appropriately laid out before sessions commence and is tidied up after sessions end.
- The Preschool Assistant will ensure good standards of hygiene are followed and that equipment is safe and regularly checked as recommended in DHSSPS guidelines.
- To attend and participate in all staff meetings and assist in planning and preparation of same.
- To carry out daily observations and record manually/digitally, to make an assessment of each child's needs within the group and to contribute to the daily planning to meet these needs.
- To help prepare for and take part in all the group's activities.
- To take part in special events and group outings.
- To liaise with parents/guardians and establish strong effective links.
- To listen to, encourage, enable and stimulate the children and to ensure their safekeeping.
- To attend relevant meetings and courses outside normal working hours as directed by the Preschool Leader or Management Committee. Course fees may be considered by the management for approved training.
- To be committed to own personal development and growth.
- To adhere to Safeguarding and Child Protection Policy and Procedures.
- To advise the Preschool Leader of any matter requiring attention, such as concerns about a child or equipment which needs to be repaired/replaced.

- To keep strictly confidential any personal information regarding the children, their families or other staff which has been gained as part of the job. Such information must not be passed on unless it is in the interest of a child.

The list of responsibilities above is not exhaustive and the Preschool Assistant may be expected to take on other reasonable duties as assigned by the Preschool Leader.

## **PRESCHOOL ASSISTANT PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

- QCF Level 3 in Childcare, or equivalent in Child Care Learning and Development, or equivalent Early Years qualification.
- Two year's continuous experience with Preschool/ Foundation children in a paid capacity.
- Knowledge and experience of the Preschool/ Foundation curriculum.
- Ability to identify concerns relating to the children and refer to the Preschool Leader.
- Ability to work as part of a team.
- Ability to relate well to children and their parents/guardians.
- Willingness to attend training and meetings outside normal working hours.
- An understanding of child development and the importance of meeting the needs of the individual child.
- Essential skills and a good working knowledge of ICT.
- Be in sympathy with the beliefs and practices of the Presbyterian Church in Ireland.

### **DESIRABLE**

- Experience of working with children who have English as an additional language.
- Experience of working with SEN children.
- Music skills.
- First Aid skills.

## **Summary of main Terms and Conditions of Service**

1. Conditions of service for this post will be determined by High Kirk Community Preschool Management Committee.
2. The post is a permanent contract with a six-month probationary period.
3. The remuneration for the post is £10.42 per hour and will be paid monthly retrospectively. The annual salary is based on a period of 43 weeks and 3 days and paid proportionally over 12 months. The salary will be reviewed annually.
4. Working hours: Monday, Tuesday, and Wednesday - 8.30 am until 1.30 pm.  
Thursday - 8.30 am until 1.00 pm.  
Friday – 8.30 am until 12.30 pm.
5. A sickness pay scheme is in operation.
6. There is a stakeholder pension scheme applicable to your employment.
7. The successful applicant is subject to an Enhanced Disclosure of a Criminal Background under the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

# Application Form: Private and Confidential

High Kirk Community Preschool

**Closing date:** Friday 19 May 2023 at 12 noon

**Date received:** \_\_\_\_\_

**Job title: Preschool Assistant**

Please complete this form in **BLOCK LETTERS** and return it on or before the closing date which was specified on the advertisement. Late applications will not be considered. Do not attach a separate CV to this form as it will not be considered.

YOUR NAME AND CONTACT DETAILS

Full Name	
Postal address	
Postcode	
Email address	
Telephone number(s)	



HOW DO YOU MEET THE JOB CRITERIA FOR THIS POST?

**Explain how you satisfy the essential and desirable job criteria for this post in the order listed in the personnel specification.** There is a section for the essential criteria and a section for the desirable criteria. Answer each one.

<b>Essential Criterion</b>

**Desirable Criterion**

<b>Desirable Criterion</b>
----------------------------

**YOUR REFERENCES**

List the names and contact details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for this post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

First Referee	Second Referee
Name:	Name:
Address:	Address:
Email:	Email:
Telephone:	Telephone:
Relationship to you:	Relationship to you:

**SPECIAL REQUIREMENTS**

Please inform us about any special arrangements or adjustments which you may need us to put in place for you if we invite you to interview. This will help us to help you. If, instead, you would prefer to discuss this with us, please telephone the Church Office Tel: 02825 644 834 as soon as possible.

--

**CRIMINAL CONVICTIONS**

High Kirk Community Preschool will carry out a AccessNI Enhanced Disclosure check appropriate for the post you are applying for. Checks will only be carried out on candidates to whom we make an offer of employment, and that offer is subject to the criminal records check.

If the post is in an area of regulated activity, you should be aware that it is a criminal offence to apply if you are on the Barred List.

**Please confirm that you are eligible to work in regulated activity: Yes/No (delete as appropriate)**

If you are eligible but you have other criminal convictions, then it is High Kirk Community Preschool policy to take a risk-based approach leading to a final decision on whether the offer of employment can stand. We will consider issues such as the nature of the offences, their relevance to the post, the pattern of offending and the time elapsed, etc. We may want to discuss this with you before reaching a final decision. Please be aware that although we do not ask candidates to reveal any criminal convictions, you should consider if the convictions have any relevance to any part of the form before signing the declaration below.

#### DECLARATION

I declare that the information I give here is correct. I understand that I risk having a job offer revoked or my employment terminated if it is later discovered that I deliberately gave false information here with the intention of deceiving you.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_